New Users at CERN:

Before arrival

- Ask a CERN contact to arrange a 1-day pass for the day of your arrival (weekdays only).

Upon arrival

- Go to reception in Bldg. 33 to get a 1-day visitor pass (if not pre-arranged, a CERN person on site will need to be contacted).
- Users should go to the Users’ Office Bldg 61.

After registration

- CERN access card: Issued in Bldg. 55/1-002: access.registration@cern.ch
- Basic safety and access courses: Bldg. 55-R-001
- Personal Dosimeter: http://cern.ch/service-rp-dosimetry/

Technical services

- Technical help desk, IT Support, Waste collection: 77777
- Technical infrastructure (TI): 77777 or 72201
- CERN Control Center (CCC): 77500
- Removal Service: 164684
- Goods distribution or transport: 163844
- Light logistic services: 72500

On site services

http://user.web.cern.ch/user/AcceleratorServices/OnSiteServices/OnSiteServices.html

Internal Shuttle bus: http://cern.ch/ShuttleService
User services for SMI: cars, bikes, small works, locks, keys
http://ph-dep.web.cern.ch/ph-dep/Services/SMI/SMIContacts.html

Contact information

PH-Department: http://cern.ch/ph-dep/
SPS Coordinator: spsco@cern.ch
DSO: dso.ph@cern.ch
EA Beam and Liaison Physicist:
http://cern.ch/ph-dep/Safety/Experiments/EALP.htm
For ISOLDE Users:
http://cern.ch/ISOLDE e-mail: isolde.secretariat@cern.ch
ISOLDE Coordinator: isolde.coordinator@cern.ch
TSO of Bldg.: http://safety.cern.ch/TSO.html
Occupational Health & Safety and Environmental Protection Unit (HSE) https://cern.ch/hse-unit/Pages/default.aspx
Administrative support:
Education training:
Technical Support Services:
Technical Infrastructure (TI):
http://ab-dep-op-tp.web.cern.ch/ab-dep-op-tp/
CERN Stores: cern.stores@cern.ch

This document is intended for “Users” who are running or installing equipment on the experiments at CERN.

It provides information on some basic aspects and procedures of the Laboratory which will help you in your first steps. It includes general safety information.
Safety for Users coming to CERN: you must …

1. have attended the basic safety and access courses,
2. have attended RP course,
3. wear personal dosimeter in radiation controlled areas at all times,
4. inform all participants of safety hazards and risks in their zone,
5. wear personal protective equipment during installation,
6. take note of safety equipment,
7. keep zone and counting room organized and clean: “Good house keeping”,
8. keep evacuation paths clear,
9. store safely and remove unused material,
10. respect traffic and usage rules of CERN vehicles.

Main safety topics


Mechanical (Chapter 37) Pressure vessel, lifting and handling, structures, machine, gas bottles, …

Chemical (Chapter 26, 34, 35) Flammable gas, chemicals, dye, …

Electrical (Chapter 36) Grounding, cable installation, emergency stop

Fire prevention (Chapter 38, 39) Safety passage, fire extinguisher, …

Radiation (Chapter 40, 41, 42) Ionizing, non ionizing, magnetic field, …

Laser (Chapter 41.1)

Cryogenics (Part II Chapter 14.3)

General working safety (Chapter 17 pp) cleanliness, ergonomics, passages, falling objects, …

Road safety (Chapter 33) Traffic rules and accidents, good habits on the road, …

Safety for Users means to identify in their zone:

1. nearest fire extinguishers,
2. emergency stops: AUG, AUL,
3. evacuation paths,
4. fire alarm system,
5. first aid box,
6. evacuation assembly point,
7. nearest telephone, …

In case of emergency, call the fire brigade:
74444

Medical Service

Located in Bldg. 57, 8:00 a.m. - 5:30 p.m., Monday to Friday

Emergency care: Infirmary 73476 or 73802
Appointments: Secretariat 73186 or 78435
Medical doctors 73156 or 74166
Hematology 72198

Reporting of accidents, incidents, near misses: https://edh.cern.ch/Document/Accident (EDH account required)

In case of emergency, call the fire brigade: 74444

Fire - Accident or Pollution

https://espace.cern.ch/service-FireBrigade-MedicalService/default.aspx

Glossary

GLIMOS Group Leader in matters of Safety
ISIEC Initial Safety Information on Experiments at CERN
EA Experimental Area
DSO Department Safety Officer
CSO Cryogenic Safety Officer
FGSO Flammable Gas Safety Officer
LSO Laser Safety Officer

RSO Radiation Safety Officer
TSO Territorial Safety Officer
EO Equipment Supervisor
PH Physics Department
AUG General Emergency Stop
AUL Local Emergency Stop
SAPOCO Radiation Protection
SMI Space Management Infrastructure